



Job Description – Program Committee Security Practitioner Liaison

Reporting to: Program Committee Awards Sub-Chairperson
Working with: Program Committee Venue Liaison, Program Committee Law Enforcement Liaison, Website Committee Newsletter Rep.
Term: January – December

Job Function:

The main job function of the Program Committee Security Practitioner Liaison is to collect, screen and present candidates for the Security Practitioner award to the Program Committee

Job Responsibilities:

- Attend meetings with Program Committee
- Collect ASIS Toronto chapter security practitioner applications in accordance with the award program.
- Screen applications for presentation of the top submissions to the Program Committee
- Sanitize submissions for presentation to the Program Committee, so that the nominee's name, company, and any other identifying features are deleted prior to the review and selection process.
- Facilitate award categories with specific companies
- Confirm agency recipients acknowledgement and attendance
- Coordinate senior management attendance for each recipient to act as the scenario reader
- Confirm Law Enforcement Liaison has coordinated professional photographer for the event
- Advise Law Enforcement Liaison of order of plaques from chapter vendor
- Communicate with the Program Committee Venue Liaison, so adequate spaces at the host venue can accommodate the award recipients and senior command
- Communicate with the Website Committee Newsletter Rep so the appropriate flyer can be created for distribution and posting on the website
- Report any financial requests to the Committee Chair for approval
- Submit approved financial records to the Committee Chair for processing

Created: December 2007

Revised: